

**Accredited Standards Committee
NCITS, National Committee on
Information Technology Standards*
NCITS/L3, Audio/Picture Coding**

**Document: NCITS/L3002-00xx
Date: 2001-12-18
Project: Administration**

**Reply to:
Mike Rubinfeld
Chair, NCITS/L3
National Institute of Standards and
Technology (NIST)
100 Bureau Drive
Bldg. 225, MS: A216
Gaithersburg, Maryland 20899-8940
Voice: (301) 975-3064, fax: 301-975-5287
E-mail: miker@nist.gov**

**To: NCITS/L3 Members
From: Chair, NCITS/L3
Subject: Draft Agenda # 33 NCITS/L3 - Audio/Picture Coding
2001-09-14 Hilton Head Island, South Carolina
Purpose: Information**

Attached:

Draft Agenda for referenced meeting

*Operating under the procedures of the American National Standards Institute
NCITS Secretariat, Information Technology Industries Council (ITI)
1250 Eye Street NW, Suite 200, Washington, DC 20005-3922
Telephone: 202-737-8888 (Press 1 Twice) Fax: 202-638-4922 or 202-628-2829

DRAFT AGENDA
NCITS/L3 Meeting # 33
8:00 AM - 3:00 PM
Friday, January 25, 2002
Hilton Head Island, South Carolina

1. Administrative
 - 1.1. Call to Order/Welcome/Logistics M. Rubinfeld
 - 1.2. Appointment of Recording Secretary M. Rubinfeld
 - 1.3. Appointment of Parliamentarian M. Rubinfeld
 - 1.4. Chairman's Remarks – Annual Report & Awards M. Rubinfeld
A. Tescher
2. Membership and Attendance
 - 2.1. Introduction of Attendees and New Members
 - 2.2. Roll Call of Members in Jeopardy Due to Failure to Attend Meetings
 - 2.3. Roll Call of Members in Jeopardy Due to Failure to Return Ballots
3. Membership Report
 - 3.1. Quorum Determination M. Rubinfeld
4. Approval of Draft Agenda (Ref.: NCITS/L3002-xx)
5. Meeting Planner – Karen Andersen Preferred, Inc
 - 5.1. Future meeting requirements
 - 5.2. Meeting Fee Evaluation M. Rubinfeld
 - 5.3. Future Meetings – NCITS/L3 Preferred, Inc.
 - 5.3.1. Meeting #34 2002-04-22/26 – Sheraton San Marcos, Chandler, AZ
 - 5.3.2. Meeting #35 2002-09-023/27– Vermont
 - 5.3.3. Meeting #36 2003-01 – St. Augustine, FL
 - 5.3.4. Meeting #37 2003-04 – Chicago or Rapid City, SD
 - 5.3.5. Meeting #38 2003-09 – Chapel Hill, SC or Ashville, NC
 - 5.3.6. Meeting #39 2004-01 - West
 - 5.3.7. Meeting #40 2004-04 – Las Vegas, Nevada
6. Treasurer's Report M. McGinty
7. Approval of Past Meeting Reports M. Rubinfeld
 - 7.1. Meeting #32, 2001-09-10/14, Portland, Oregon (L3001-00xx.DOC)
8. Reports
 - 8.1. NCITS/L3.2 - SC 29/WG 1 B. Brower
 - 8.2. NCITS/L3.1 - SC 29/WG 11 P. Schirling
 - 8.3. NCITS/L3 - SC 29 A. Tescher
9. Review and Approval of Resolutions M. Rubinfeld
10. Review and Approval of Delegation Rosters and HoDs A. Tescher
11. Old Business
- 11.1. Projector use guidance document M. Rubinfeld
12. New Business M. Rubinfeld
 - 12.1. L3 to Host SC29/WG11 Meeting in May, 2002
 - 12.1.1. Call for donations
 - 12.1.2. Projector volunteers
 - 12.1.3. Social Night Suggestions
13. Review of Action Items Recording Secretary
14. Roll Call M. Rubinfeld
15. Adjournment